

# Wellhead Protection Grant Program



## Supplemental Instructions for Competitive Grants to Local Governments

### Funding sources:

Federal Clean Water Act Section 106 Ground Water Protection Grant  
Federal Safe Drinking Water Act Drinking Water State Revolving Fund Set-Asides

### Administered by

Virginia Department of Environmental Quality  
Water Division, Office of Surface and Ground Water Supply Planning  
and  
Virginia Department of Health  
Office of Drinking Water

### Schedule:

DEQ and VDH issue joint RFP Friday July 17, 2009

**Deadline for submitting proposal 2 p.m. Friday August 28, 2009**

Committee review and project selection during the month of September 2009

DEQ written notice of award to applicant(s) no later than October 23, 2009

Project(s) completed no later than September 30, 2010

# 2009 - 2010 Wellhead Protection Implementation Grants

## Request for Proposals (RFP) 09/10 WHP-RFP

### Introduction

**The purpose of this document is to assist municipalities applying for a Wellhead Protection Implementation Grant provided through the Virginia Department of Environmental Quality (DEQ) and the Virginia Department of Health (VDH).**

**It is worth noting that Source Water Protection, including Wellhead Protection activities, is one component of a drinking water quality management framework. Providing safe drinking water requires attention to infrastructure, treatment, and monitoring, as well as compliance with environmental and other regulations. Given that Source Water Protection Programs cannot control all of these factors and that contamination is at times inevitable, the program, even if effectively implemented, does not guarantee prevention of water quality degradation. (Summarized from the US EPA Office of Inspector General report # 2005-P-00013 Source Water Assessment and Protection Programs Show Initial Promise, But Obstacles Remain. Report #2005-P-00013 can be found by searching the subject at [www.epa.gov](http://www.epa.gov)).**

The 1986 and 1996 Amendments to the Safe Drinking Water Act (**SDWA**) require States to develop Wellhead Protection Programs and Source Water Assessment Programs (**SWAP**). VDH, through the SWAP, completed potential sources of contamination susceptibility assessments on drinking water sources serving all public water supply systems. Information gained through these assessments may be used to build voluntary, community based programs that prevent contamination of ground water based water supplies. DEQ and VDH will partner to provide grants to interested localities serving community water supply systems to assist with local wellhead protection program development and implementation.

### **I. General Guidelines**

#### Who may apply?

Eligible applicants for wellhead protection grants are a municipality with ground water based community and nontransient noncommunity water system(s).

#### Who is not eligible?

Individuals, private for-profit firms, and unincorporated citizen groups are NOT eligible for grants under this program; municipalities that are not operating a community or nontransient noncommunity ground water based water system are NOT eligible for grants under this program.

#### What are the funding amounts?

Total funding has not specifically been determined at this time. Attempts will be made to fund eligible and worthwhile projects identified by the review committee.

How will awards be made?

Grants will be awarded on a competitive basis. Project review and selection will be guided by the specific criteria described in Section VI. This grant program is primarily a reimbursement/receipt program. Grantees who have not previously had contracts with the Commonwealth will be required to submit a Form W-9/Request for Taxpayer Identification Number and Certification prior to contract approval.

What is the overall time frame?

Proposals/grant applications will be accepted for six weeks following the issuance of the Request For Proposals. **Proposals must be submitted by 2 p.m. Friday August 28, 2009. All projects must be completed by September 30, 2010.**

What reports will be required?

Applicants selected to receive grants must demonstrate the capability to manage and account for all funds received. In all cases, a complete spending record including invoices and receipts (logs may be accepted in cases where receipts are impractical). A concise but descriptive statement of progress completed to date should accompany each invoice which should be submitted to DEQ as described in Section III D.

What types of projects are eligible?

Wellhead protection is designed to be community based since local stakeholders are in the best position to decide how to protect their community's water supply. DEQ and VDH encourage local governments to select a management method that will be supported by their constituents and protective of the resource. Local protection programs should build on their source water assessments or existing wellhead protection plans. The plans should include public education, establishment of a committee, and designation of an individual to take leadership responsibility for wellhead protection implementation. All projects must include components for local support, visibility, and sustained involvement.

Eligible projects may include:

- Development of a wellhead protection plan (must address the minimum criteria identified in the Commonwealth's Wellhead Protection Plan, dated April 15, and approved by EPA in May 2005). The Commonwealth's Wellhead Protection Plan can be found at [www.deq.virginia.gov](http://www.deq.virginia.gov) and search for "Wellhead Protection Plan".
- Development and adoption of ordinances specifically designed to protect the community water supply or the revision of existing ordinances to support protection in the community;
- Refining or augmenting contaminant source inventories;
- Development and implementation of pollution prevention programs within a wellhead protection area;
- Design and implementation of a strategy to prevent nonpoint source pollution within a wellhead protection area;
- Development of a contingency plan for providing alternate water supplies in the event of a contamination incident;
- Specific studies that result in the delineation of a technically defensible protection area;
- Public education activities that promote awareness of the supply's susceptibility and priority contaminant sources.

## **II. Application Instructions**

All proposals shall:

- Use plain white recycled 8 ½ X 11 inch paper
- Have a single sided **cover sheet** referencing applicant's name (municipality, Public Water System ID, and community water supply system name); contact information including full legal name, address (street address and PO Box where applicable), Federal Tax ID #, lead person, phone number and email address. Applications must be submitted with the signature of municipality's administrator.
- Have subsequent pages in duplex (double sided), be numbered and include name of municipality/system name at the top of each page
- The **total project description** length (**pages 1-4**) should not exceed two doubled sided (duplex) single-spaced text using a 12 point font with a minimum 0.7 inch margin on all sides. There is no minimum number of pages required for the narrative, only that the project is described in sufficient detail in order to evaluate its quality and potential for success.
- Contain all the information in the Project Description as described in Section III
- Have a one page schedule for **project timeline** (**page 5** of the proposal)
- Have a one page **budget summary** (**page 6** of the proposal)
- Have completed **Summary of SWAP findings table** (**page 7** of the proposal) This table is included in this RFP as page 7 and should be submitted as part of the application package
- Have the entire proposal stapled together in the top left hand corner (Plastic or other types of covers are not allowed)
- Include letters of support where applicable
- Be duplicated and submit 5 sets (original plus four copies) of the proposal. Faxes and e-mails will NOT be accepted. Electronic submissions are not being accepted at this time.

Be complete and be submitted by **2 p.m. Friday August 28, 2009.**

## **III. Project description format**

This section provides instructions on preparing the detailed description of your wellhead protection project. (proposal pages 1 – 4)

### **A. BACKGROUND INFORMATION**

Provide a brief, general description of the project area including the following as appropriate:

- protection needs identified in an existing wellhead protection plan, previous protection activities completed
- service area size/extent including current and projected population and number of residential service connections
- current land use in general area
- major environmental/planning initiatives (underway or planned)
- water system location, description and source characteristics (include 8 ½ X 11 inch copy of USGS 1:24,000 scale topographic quadrangle map as an appendix)

**B. SCOPE OF WORK**

This section should include a breakdown of protection activities or tasks associated with the project and a narrative description of each. Each activity or task should be numbered. The scope of work should include the groups or organizations cooperating or involved in the project and a description of their participation and/or contributions. The scope of work should identify the specific results and benefits gained from the successful completion of the project. A letter of support should be included from each group or organization identified as cooperating in or being involved in the project.

**C. SCHEDULE (proposal page 5)**

List major steps, milestones and expected completion dates for the tasks listed in the Scope of Work. Use relative dates (e.g., 6 months) rather than an absolute date. Use the same task names and numbering scheme as in the Scope of Work.

**D. BUDGET SUMMARY (proposal page 6)**

The budget summary should identify the major project financial components and detail expenditures in accordance with the following budget line items:

- Salaries – hourly or annual rate of staff and estimated time commitment. This should not include contractual staff.
- Fringe Benefits – please provide the percentage used for fringe benefits, the basis for its computation, and the types of benefits included.
- Supplies – itemize individually
- Travel – mileage traveled and other costs including lodging and meals. Travel expense reimbursement is based on the **State Travel Regulations**, Topic 20335, in the Commonwealth Accounting Policies and Procedures (**CAPP**) manual published by the Virginia Department of Accounts (**DOA**). The Department of Accounts has announced that effective July 1, 2008 the personal vehicle mileage rate will be \$.585 cents per mile.
- Match – while matching funds are not a requirement for award, if the municipality is supporting this effort with their own funds please identify the source and amount.
- **Indirect costs will not be funded.**
- Costs incurred in preparation and submission of the proposal are not eligible.

**E. SUMMARY OF SWAP FINDINGS TABLE (proposal page 7)** This table can be found on page 7 of this Request for Proposals and should be filled in and included as part of your package.

**F. APPENDICES**

Include any supporting documents for your project. These could include letters of support/commitment from partners or other documents that substantiate the need for or benefits from a wellhead protection program.

#### **IV. Reporting Requirements and Invoicing**

Quarterly invoices with summaries of project activities and accomplishments will be due on January 8, 2010; April 9, 2010; July 9, 2010; and a final report due October 8, 2010

#### **V. Contractual Agreements**

All work to be accomplished through the Wellhead Protection Implementation Grant program must be legally embodied in a contract with the grant proposal. This contract will serve as a memorandum of agreement in accordance with the adoption of the Code of Virginia Section 62.1-44.19.11. This contract will be between the grantee and DEQ.

#### **VI. Evaluation and Scoring**

A review committee of DEQ and VDH staff will evaluate all proposals. The proposals will be scored in four areas: overall project design and costs; applicability to SWAP results; probability to create and/or implement protection measures; and local support, visibility, and sustained involvement.

Overall project design and costs – the description of the project must demonstrate the municipality's ability to complete the tasks in the stated schedule; costs section must be clear and limited to the budget categories outlined in Section III D. The proposal must demonstrate the costs are related to expected benefits. If a contractor or consultant is utilized selection shall be made following procurement rules established by municipality. **Total points eligible under this criteria is 10.**

Applicability to SWAP results or existing wellhead protection plan – the project should address the contaminant sources identified in the VDH provided source water assessment or an existing wellhead protection plan. This information should be summarized in the Summary of SWAP findings table. The project should reduce the susceptibility identified by VDH; the completed project should benefit the water system. **Total points eligible under this criteria is 35.**

Probability to create and implement protection measures – the project should identify protection measure(s) and have a timeline to implement the measure(s); municipalities with existing protection measures that have not been implemented are encouraged to utilize the funds to achieve full implementation; while not a requirement for funding, municipalities are encouraged to develop an overarching plan for protection of all ground water based supplies and/or reference their protection goals in their Comprehensive Plans. **Total points eligible under this criteria is 30.**

Local support, visibility, and sustained involvement – the proposal should define the involvement of diverse groups within the community AND the probability that protection measures will continue or be maintained after the term of the grant contract. Annual reporting of protection measures will be a requirement of the award. **Total points eligible under this criteria is 25.**

## **VII. Proposal Submission**

**Five hard copies of the final proposals must be received by 2 p.m. Friday August 28, 2009:**

### **QUESTIONS SHOULD BE DIRECTED TO:**

Mary Ann Massie, WHP Grant Manager  
Department of Environmental Quality  
Water Division, Office of Surface and Ground Water Supply Planning  
(804) 698-4042  
[maryann.massie@deq.virginia.gov](mailto:maryann.massie@deq.virginia.gov)

**IDENTIFICATION OF PROPOSAL ENVELOPE:** The signed proposal should be returned in a separate envelope or package, sealed and identified as follows:

**TO: MARY ANN MASSIE, DEQ WATER DIVISION,**  
**OFFICE OF SURFACE AND GROUND WATER SUPPLY PLANNING**

**FROM:** \_\_\_\_\_  
**Name of Applicant**

\_\_\_\_\_  
**Address and phone**

If a proposal is not contained in a **clearly marked envelope**, the applicant takes the risk that the envelope may be inadvertently misdirected or opened and the information compromised which may cause the proposal to be disqualified. No other correspondence or other proposals should be placed in the envelope.

### **Address for Special Couriers or Hand Delivery (to the Front Receptionist Desk):**

Department of Environmental Quality  
Mary Ann Massie, Room 939  
629 East Main Street  
Richmond, VA 23219

### **Address for US Postal Delivery :**

Department of Environmental Quality  
Mary Ann Massie,  
Water Division  
PO Box 1105  
Richmond, VA 23218

## Summary of SWAP findings TABLE

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